

## FACILITIES PLANNING AND MANAGEMENT

## Key Request Form

To receive services in a timely fashion, please complete and submit this **Key Request Form** at least five (5) business days in advance to **Business Services – Customer Service** at [fmkeydesk@cpp.edu](mailto:fmkeydesk@cpp.edu) or fax to **(909) 869-4363**.  
For questions call **(909) 869-3030**.

☐ Faculty      ☐ Staff      ☐ Student      ☐ Other \_\_\_\_\_

## Request For:

Name:	BID:	Date:
Department:	Phone:	Email:

## Requested By:

Name:	Phone:	Email:
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{ Please enter a building and room number **OR** key number }

Building	Room	Key No.	Additional Information

Authorization
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Authorized Signer's Name (please print)

Title or Department

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Authorized Signature

Date

--	--

Authorized Signer's Name (please print)

Title or Department

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Authorized Signature

Date

## FPM Department Use

## Key Pick-Up

Building	Room	Key No.	Copy	Issued	Initials	Date Pick-Up